

Program Sponsor Procedures

The following procedures should be used by Program Sponsors for participating in the Payday FYI process. Program Sponsors are organizations or state agencies offering approved information to state employees through the Payday FYI process.

1. Approval Procedure

- Request DOP approval by contacting the HRISD Help Desk at (360) 664-6400 or email us at HelpDesk@DOP.WA.GOV . Provide the following information with request:
 - i. Organization/agency name,
 - ii. Contact information (i.e. contact name, telephone number, fax number, email, etc.),
 - iii. Payroll related program, and
 - iv. Date for distribution (i.e. mm/yy).

2. Preparation Procedure

- For electronic version
 - i. Send an electronic posting to DOP Communications Office by published cut-off date.
 - 1. Program Sponsor provides the DOP Communications Office with both a PDF file and a text only version (text version should be provided using either Microsoft Word or HTML).
 - 2. Electronic version (PDF file and text only version) must be to the DOP Communications Office per cut off schedule located on the Administrative Payday FYI website.
 - 3. Program Sponsor provides a brief description (1-4 sentences) of Payday FYI content.
- For printed version
 - i. Access website to acquire the total number of printed copies needed and number to be provided to each agency.
 - ii. Acquire mailing labels from HRISD for distribution to state agencies. **(At Program Sponsor's request, mailing label information can be provided electronically)**
 - iii. Request printed copies via private printing vendor or State Printer using requirements stated in policy.